

SHIPPING YOUR VEHICLE OUT

THE BIG PICTURE:

1. Schedule shipping date with Seoul VPC
2. Register for temporary plates
3. Receive written decal
If shipping to CONUS, receive CONUS decal
4. Drive vehicle to Seoul & ship out!
5. Out-process Vehicle

Now that you know the overall process to ship your vehicle, we will provide detailed information for each step.

Be sure to follow the steps carefully.

Anytime you have questions, please call Pass & Registration and ask to speak with a Vehicle Technician,

DSN (315) 784-4489/ 1853

COMM 031-661-4489/ 1853

You may also e-mail this office at:

51SFS.S5P@us.af.mil

STEP 1 – SCHEDULE SHIPPING DATE PCSMYPOV.COM

Your vehicle will be shipped from the Seoul VPC located at Camp Kim near Yongsan Army Garrison.

The above website will assist you in locating your vehicle and notifying you of it's arrival at the port. It also contains directions, working hours, and contact information which you can use to make an appointment for vehicle pick-up.

****YOU MUST SCHEDULE AN APPT WITH THE VPC
PRIOR TO RECEIVING TEMPORARY PLATES****

**TEMPORARY PLATES ARE ONLY VALID
FOR A 10-DAY PERIOD!!!**

Seoul VPC Hours of Operation

POV Processing 0800-1600 Monday-Friday

Please ensure you are signed in prior to 1600 as processing may take up to one hour. VPC is closed at 1700.

VPC is closed Saturday and Sunday, and select local Korean holidays-
Please call in advance for hours.

COMMERCIAL OR CELL ONLY

OUTBOUND VEHICLES: 02-798-7031

INBOUND VEHICLES: 02-798-7036

EMAIL: jy.chung@ialpov.us

STEP 2 – RECEIVING TEMPORARY PLATES

***The only option of receiving temporary plates for your vehicle is by way of the
Pyongtaek vehicle registration office.**

- PERMANENT PLATES MUST BE TURNED IN
IN ORDER TO RECEIVE TEMPORARY PLATES -

OFF BASE

PLATE EXCHANGE IS DONE ON
THE SPOT

SHORT WAIT TIME

LOCATED 15 MINUTES FROM
BASE; MUST PROVIDE OWN
TRANSPORTATION (I.E.:
TAXI/BORROW A CAR)

Driving map is provided on Page 4.

If you need to contact Pyongtaek, their phone number is 031-8024-5522/ 5523. (From
DSN, dial +99 first; From a Cell Phone +013)

To Register for 10-DAY Temporary Plates, you MUST have:

1. ID Card (CAC)
2. USFK License (Valid for a minimum of 10 days out)
3. Valid Proof of Insurance (Valid for a minimum of 10 days out)
4. Korean Registration
5. Permanent Korean Plates
6. Base Military Registration (USFK FM 207)
7. Completed Export Worksheet (Completed by Seoul VPC)
8. Application for Cancellation (USFK Fm 32EK)
9. 2,900 kw (last known amount)

**FEEL FREE TO HAVE A VEHICLE TECHNICIAN REVIEW YOUR
FORMS BEFORE APPLYING FOR TEMP. TAGS WITH PYONGTAEK**

-DRIVING DIRECTIONS-

FROM OSAN TO PYONGTAEK VEHICLE REGISTRATION OFFICE

1. DEPART OSAN AB BY TURNING LEFT WHEN EXITING MORIN GATE
2. CONTINUE STRAIGHT FOR APPROXIMATELY 1 MILE
YOU WILL DRIVE OVER A BRIDGE AND REACH A TRAFFIC LIGHT.
CONTINUE STRAIGHT THROUGH THE TRAFFIC LIGHT.
3. AFTER PASSING THROUGH, CONTINUE STRAIGHT FOR APPROXIMATELY 1.5 MILES
(APPROX. 2.5 MILES TOTAL DISTANCE TRAVELED)
4. YOU WILL REACH THE FIRST TRAFFIC LIGHT/INTERSECTION ON THIS ROAD. TURN RIGHT AT THE LIGHT.
(YOU WILL SEE SIGNS FOR HIGHWAY 317)
5. FOLLOW THIS ROAD FOR APPROXIMATELY 4 MILES;
YOU WILL SEE A GOLF COURSE ON YOUR UPPER RIGHT-HAND SIDE.
(IT LOOKS LIKE BIG POLES AND A NET.)
6. WHEN THE GOLF COURSE IS ADJACENT TO THE LEFT OF YOUR VEHICLE, YOU WILL TURN LEFT.
(APPROX. 6.5 MILES TOTAL DISTANCE TRAVELED)
7. TAKE THE FIRST IMMEDIATE LEFT ON THIS ROAD. YOU WILL SEE A BUILDING RESEMBLING A LOG CABIN ON YOUR LEFT HAND SIDE. THIS IS THE VEHICLE REGISTRATION OFFICE.

TO OSAN AB FROM PYONGTAEK VEHICLE REGISTRATION OFFICE

1. TURN RIGHT OUT OF THE VEHICLE REGISTRATION OFFICE PARKING LOT.
2. TURN RIGHT AND MOVE INTO THE RIGHT HAND LANE AT THE TRAFFIC LIGHT.
3. TURN RIGHT AT THE TRAFFIC LIGHT.
YOU WILL CONTINUE STRAIGHT ON THIS ROAD *FOR APPROX. 4 MILES*,
4. WHEN THE ODOMETER READS APPROX. 4 MILES, YOU WILL SEE A BUILDING WITH AN ORANGE ROOF ON YOUR UPPER LEFT HAND SIDE. YOU WILL ALSO SEE SIGNS FOR HIGHWAY 306.
5. TURN LEFT AT THIS TRAFFIC LIGHT ONTO HIGHWAY 306.
6. FOLLOW THIS ROAD FOR APPROXIMATELY 1.5 MILES.
7. YOU WILL THEN REACH A TRAFFIC LIGHT. (APPROX. 5.5 MILES TOTAL TRIP TIME ON ODOMETER)
8. CONTINUE STRAIGHT THROUGH THE TRAFFIC LIGHT FOR APPROXIMATELY 1 MILE.
YOU WILL DRIVE OVER A BRIDGE AND CONTINUE TOWARDS OSAN AB.
WHEN YOU REACH THE Y, BEAR OFF TO THE LEFT HAND SIDE.
(APPROX 6.1 MILES TOTAL TRIP DISTANCE TRAVELED)
**(IF YOU BEAR TO THE RIGHT, YOU WILL REACH DOOLITTLE GATE WHERE YOU CAN PICK-UP 24 HOUR PASSES FOR VEHICLE ACCESS).*
9. MORIN GATE WILL BE ON YOUR RIGHT HAND SIDE AFTER YOU DRIVE OVER THE SPEED BUMPS.
(APPROX. 6.5 MILES TOTAL DISTANCE TRAVELED)
YOU MUST HAVE A PASS FOR YOUR VEHICLE TO GAIN ACCESS TO THE INSTALLATION.

IF YOU NEED TO TAKE A TAXI TO THIS LOCATION, THEY SHOULD BE ABLE TO FIND IT WITHOUT COMPLICATION. (APPROXIMATELY 10,000 WON - OFF BASE TAXI)

THE KOREAN EMPLOYEES WORKING AT THE OFFICE SPEAK BOTH ENGLISH AND HANGUL, AND COULD SPEAK TO THE TAXI DRIVER, IF NEED BE. (TO CALL FROM A CELL PHONE, DIAL 031-8024-5522/ 5523).

POV EXPORT WORKSHEET

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APPOINTMENT DATE/TIME: _____ / _____

Name: _____ First _____ M. _____

Rank: _____ SSN: _____ E-mail: _____ @ _____

Services: Army / AF / Navy / Marine TAC (Transportation Accounting Code) or MDC: _____

Duty Phone# _____ Fax# _____ Home or Cell Phone# _____

POV YEAR: _____ Make: _____ Model: _____ Color: _____

Body Style: () Door SDN / VAN / PU / SW / SUV / JEEP / MC

VIN: _____

FPOV: Yes - No

Alternate Port: Yes - No

Cost: Yes - No COST

Destination / Pick Up VPC: _____ Initial _____

Remarks: Please fill out above blanks and FAX IT TO VPC ALONG WITH:1. YOUR PCS ORDERS, 2. USFK VEHICLE REGISTRATION (USFK Form 207)3. KOREAN GOVERNMENT DEREGISTRATION CERTIFICATE (Original submission required)4. SOFA DOCUMENT (Korean Customs Import Doc),5. BILL OF SALE (If POV purchased in Korea) 6. TITLE (POV for Europe, or Hawaii Destination)

--> OUR FAX#: DSN 736-7091 (CMM'LA 02-7916-7091), Thank you.

This is to certify that above member is to ship his/her POV to next duty station/
country on _____.

Seoul VPC Representative: _____ Date: _____

STEP 3 –

RECEIVING WRITTEN DECAL

(USFK FORM 192)

Now that you've received your temporary plates, you must obtain a temporary written decal (USFK Form 192). You must have this form to gain access to USFK installations.

You can obtain this pass at Pass & Registration by presenting a Vehicle Technician with the Permit for Temporary Plates you received from Pyongtaek.

IF YOU ARE SHIPPING YOUR VEHICLE TO THE STATES, ASK PASS & REGISTRATION FOR A CONUS TEMP TAG. THIS FORM WILL SHIP TO THE STATES WITH YOUR VEHICLE. PLACE IT IN THE WINDSHIELD.

AGAIN, BE ADVISED, TEMPORARY PLATES ARE ONLY VALID FOR 10 DAYS. YOU MUST TURN THEM TO THE PYEONGTAEK DMV PRIOR TO THEIR EXPIRATION DATE. IF YOU DO NOT COMPLY, YOU WILL BE CHARGED 1,000,000 WON.

STEP 4- SHIP VEHICLE OUT!

<http://www.WhereIsMyPOV.com>

Driving directions can be found at the above website.

Be sure to retain:

Temporary Plates
Permit for Temporary Plates
Written USFK Decal
Safety Sticker

*(Written CONUS Decal will be shipped to
States with the vehicle, if applicable)*



THIS STEP MUST BE ACCOMPLISHED BY SPONSOR ONLY

STEP 5- OUT-PROCESS VEHICLE

Now that your vehicle is shipped, you are ready to out-process the vehicle portion of Pass & Registration.

Confirm that you have turned in the safety decal (sticker). Ensure that you have turned in temporary plates and Permit for Temp Plates form. Present us with your USFK Form 32EK (Cancellation Form) and we will sign it off. You can keep this form for your records.

****WE WILL NOT SIGN ANYTHING OFF
VIRTUAL UNTIL YOU TURN IN YOUR
RESTRICTED AREA BADGE AND AF FORM 2586
– You can receive this form from your Unit
Security Manager.****

**IF YOU DO NOT HAVE A RESTRICTED AREA
BADGE, ENSURE ALL 5 ITEMS LISTED ON VMPPF
FOR PASS & REGISTRATION ARE COMPLETED
AND TURN IN A COPY OF YOUR ORDERS.**

We hope our Pass & Registration Office alleviated your out-processing experience and ensured that it progressed as smoothly as possible.

We hope you enjoyed your time here!

Enjoy your next duty assignment 😊